DOCUMENT RESUME

ED 152 272 IR 005 720

AUTHOR DiBella, Cecilia M.
TITLE Resources for Schools: 3. A Guide to Dissemination Agencies.
INSTITUTION Massachusetts State Dept. of Education, Boston.
SPONS AGENCY National Inst. of Education (DHEW), Washington, D.C.
PUB DATE 77
CONTRACT NIE-G-76-0058
NOTE 54p.; For related documents, see IR 005 718-719

EDRS PRICE MF-$0.83 HC-$3.50 Plus Postage.
DESCRIPTORS *Agencies; Agency Role; *Catalogs; Community Agencies (Public); Early Childhood Education; Educational Programs; *Educational Resources; Elementary Secondary Education; *Information Centers; *Information Dissemination; *Information Sources; Post Secondary Education

ABSTRACT

This volume is the third of a series of publications developed by the Massachusetts Dissemination Project and intended for use by educators, parents, and students. One goal of the project is to encourage greater exchange and sharing of resources among educational organizations, service providers, and client groups. Volume three has been prepared to acquaint the reader with some of the dissemination agencies available in the state. These agencies offer programs and services designed to help schools, parents, and communities find, select, and use educational resources. Each of the thirteen agencies is described in terms of services offered, programs or projects, and resources available. Costs are included where applicable. (Author/STS)

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ED152272

RESOURCES FOR SCHOOLS

MASSACHUSETTS DEPARTMENT OF EDUCATION

3. A GUIDE TO DISSEMINATION AGENCIES

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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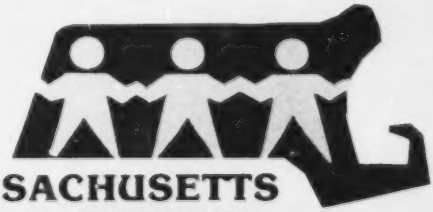
Cecilia M. DiBella



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IR005720

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This publication was made possible by a grant from the National Institute of Education, United States Department of Health, Education and Welfare (NIE-G-76-0058). However, the opinions expressed or materials included do not necessarily reflect NIE policy and no official endorsement by the National Institute of Education should be inferred.

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RESOURCES FOR SCHOOLS

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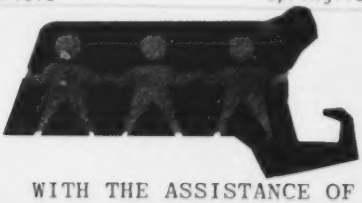

WITH THE ASSISTANCE OF

The NETWORK

290 South Main Street
Andover, Massachusetts 01810

INTRODUCTION

Resources for Schools is a series of publications developed by the Massachusetts Dissemination Project for Massachusetts educators, parents, and students. The project, funded by the National Institute of Education, has four major goals:

- to stimulate greater awareness of the resources available to Massachusetts schools,
- to provide educators, parents and students with specific information about resources and materials for school programs and services,
- to help educators, parents, and students find and use educational information and resources they need to improve school programs,
- to encourage greater exchange and sharing of resources among educational organizations, service providers, the Department of Education, the Regional Education Centers, and all client groups.

Massachusetts Dissemination Project staff work at the Department of Education's Boston office and in each of the six Regional Education Centers. At each Center, sub-committees composed of educators, parents, and students work with Department staff to design and implement ways of using information, resources, and materials more effectively. Ultimately, the Regional Centers will function as switchboards — sometimes providing services directly to schools, other times connecting them with the many existing resources. The development of this series — as its name suggests — is one way the project is helping make these connections. *Please contact a member of the project staff (names and addresses are on the inside back cover) for more information about the series, the project or the Regional Center nearest you.*

The NETWORK of Innovative Schools in Merrimac provided assistance in designing and publishing the series. A special thanks is due Susan Harris, The NETWORK's liaison to the Massachusetts Dissemination Project.

The continued assistance and support by the Bureau of Educational Information Services, in particular by Sally Gelardin and Dr. Richard Gilman, is gratefully acknowledged.

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A GUIDE TO DISSEMINATION AGENCIES

...In a local school district in the Berkshires, the staff of the social studies department is meeting to select new instructional materials for the coming year. The task has proven to be an immense one: the committee has already met with seven publisher representatives, reviewed over thirty textbooks, and investigated program offerings available through the U.S. Office of Education, and...there's no end in sight.

...The Director of Special Education in a Greater Boston district is anxious to provide inservice training for his staff in the preparation of individualized educational programs (IEPs) for special needs students. After spending the better part of a day on the phone, he has managed to locate only one resource in this area -- a workshop package developed by the Bureau of Education for the Handicapped in Washington. He's sure there must be more, but just doesn't have the time to keep looking.

...The parents of a four-year-old in a Cape Cod community are interested in enrolling their child in a pre-school enrichment program. Since their local district offers no such program, they would like to find out about early childhood programs that have been successful in other communities and recommend one to their school board, but they are not quite sure where to begin their search.

The situations in which these individuals find themselves are symptomatic of a common problem facing educators and parents alike -- how to locate the most appropriate resources to address a particular curricular need or solve a specific educational problem. In most instances, the problem is not a lack of information or resources in a given field, but the inability to identify and select from the vast and frequently bewildering array of available programs and materials those that are most useful, educationally sound, and cost-effective.

In Massachusetts, a number of agencies and organizations offer programs and services specifically designed to help schools, parents, and communities find, select, and use educational resources. This Guide has been prepared by the Massachusetts Dissemination Project of the Massachusetts Department of Education to acquaint you with some of the "dissemination agencies" in the Commonwealth and the services they can provide.

What is a dissemination agency?

To answer this question, one must first look to the emerging field of educational dissemination and examine just what the term means.

In the past decade, the number of new educational programs, practices, and materials has become so vast that even the most sophisticated school districts have a difficult time keeping up with current developments. Billions of dollars have been spent by commercial publishers, professional associations, and other agencies to develop, test, refine, and make available educational innovations of every shape and kind. On one hand, this development has been a positive one. with literally thousands of programs and materials to draw upon, local schools should have little difficulty finding -- eventually -- those that best meet their needs.

On the other hand, however, the plethora of new practices has made it difficult for educators to find out what information and materials are available in a given field, to select those most useful for their district, and to learn how to use and evaluate them. To help alleviate this problem, a new field -- the field of educational dissemination -- has begun to evolve, and agencies and organizations that concentrate their efforts in this area perform a valuable and much-needed service to schools, teachers, administrators, parents, and others concerned with quality education.

In the context of the educational community, the term "dissemination" means the process of linking schools with available information, programs, practices, materials services, and people. Agencies and organizations that help schools in this way are often referred to as dissemination agencies, or linking agencies. This Guide identifies some of the dissemination agencies currently operating in Massachusetts and should be a valuable resource for educators in search of ways to improve their programs.

How will this Guide help me?

If the agencies described in this Guide were polled, chances are that few would identify themselves specifically as "dissemination agencies." One might define itself as an educational collaborative with a film library, while another might describe itself as a research and development firm with many diverse projects and interests. Another might say

that it is an educational service agency that helps schools become self-renewing organizations, while still another might be identified as an information center.

What the agencies included here have in common, though, is a commitment to helping schools define their educational needs, identify alternative ways of meeting those needs, and selecting and implementing programs or making informed decisions most appropriate for their particular situations. In performing this service, each of these agencies may properly be called a "dissemination agency."

Each of the thirteen agencies described in the Guide was selected because it meets the following criteria:

1. It provides:

   PROGRAMS ...*those offerings which are designed and then offered to an appropriate audience: e.g., a lecture series on school vandalism offered to school administrators.*

   or

   SERVICES ...*those offerings which are designed in response to specific school or community needs and requests: e.g., an inservice workshop on individualizing instruction designed and run for a local school district, or an information search on grouping for math skills instruction requested by an individual teacher.*

   or

   RESOURCES ...*publications, newsletters, products, materials: for sale, on loan, or free of charge.*

2. To: teachers...parents...administrators...students... concerned citizens

3. On a statewide basis:

   ...*only agencies offering services or memberships which are equally available to all schools across the state have been included.*

It is certain that these are not the only Massachusetts agencies involved in dissemination. However, given that a major difficulty in resource utilization is identifying who has or knows about what, these thirteen represent a

good starting point for access to a wide array of programs, services, materials, and people. The Massachusetts Dissemination Project's intention is to provide information about other dissemination agencies, as it becomes known, in subsequent volumes of *Resources for Schools*.

November, 1977

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CEDIS CURRICULUM SERVICES CENTER

60 Walnut Street
Wellesley Hills, Massachusetts 02181
617-235-8432

Contact Person: *Dwight D. Smith, Director*

The CEDIS Curriculum Services Center provides technical assistance and information services to assist schools, educational collaboratives, and public agencies to develop, implement and evaluate educational programs in Massachusetts.

CEDIS' delivery capabilities have been strengthened and broadened by entering into a formal collaboration with the NETWORK OF INNOVATIVE SCHOOLS, Inc. (Andover, Massachusetts) which has a proven national reputation of providing technical assistance in a wide variety of process and content areas.

SERVICES

CEDIS offers a variety of technical assistance models including on-site workshops in program and staff development; seminars for decision-makers; and major contracts for technical assistance and support services in the following areas.

- Curriculum and Program Development
- Innovative Programs in Occupational Education
- Youth Employment Programs
- Implementing Equal Educational Opportunities
- Mainstreaming Special Needs Students
- Staff Development and Team Building
- Career Education Models K-12
- Instructional Materials Evaluation
- Program Evaluation
- Information Dissemination

PROGRAMS

CEDIS currently operates three major projects combining technical assistance and information services

CONSUMER-HOMEMAKING RESOURCE CENTER provides assistance to consumer-homemaking departments throughout Massachusetts, particularly those working to effectively implement Chapter 622 and Chapter 766. Services include curriculum development consultation, in-depth technical assistance to pilot schools, a state-wide mail-loan program of screened instructional materials and publications of professional interest. For more information, contact Sally C. Rivenburgh.

BOSTON MIDDLE SCHOOL CAREER EXPLORATION PROGRAM is a comprehensive technical assistance project designed to assist all 26 middle schools in the development and implementation of career exploration for all students and to develop and disseminate products emanating from the project. For more information, contact John P. Shaffer.

CURRICULUM SERVICES CENTER operates the Participating School Program, a statewide information dissemination network, to which 70 secondary schools presently subscribe. The key to the program is the appointment of a school staff member to serve as the CEDIS Linker. The Linker is responsible for the flow of all CEDIS resources to the appropriate individuals in the school. This individual also assists in the effective use of these resources for curriculum development and adaptation, implementation of new programs, staff development, proposal writing, needs assessment, and evaluation.

RESOURCES

CEDIS maintains a comprehensive educational resource center for use upon arrangement by Massachusetts educators. Resource materials and facilities include:

- In-house collection of 2,000 occupational and career education documents
- Microfiche file of curriculum materials developed in Massachusetts

- Indexes to the complete ERIC collection
- Microfiche duplication service
- Resource publications
- Loan program of experimental resources

Inquiries or requests for information about CEDIS should be directed to Dwight Smith, Director.

CITIZEN RESOURCE CENTER

Beaman Street, Route 140
West Boylston Massachusetts 01583
617-835-6056

Contact Person: *Nancy Brown, Executive Director*

The Citizen Resource Center (CRC), developed by the Central Massachusetts Citizens Involved in Education, promotes citizen participation in the public school educational process by providing and publishing information on educational issues and by training citizens for collaboration and educational involvement. CRC offers several categories of institutional and individual membership and also encourages use of their resources by all interested citizens.

SERVICES

CRC information and referral services serve local communities at extension units in public libraries staffed by local resident volunteers.

A telephone information service (617-865-6056) is operated by CRC staff to answer questions and assist citizens in locating needed information.

The CRC Speakers Bureau can arrange for speakers on more than 30 educational topics to visit area schools and communities.

PROGRAMS

SEMINARS AND WORKSHOPS. Specific workshops for Title I PACs and for teachers on parent-teacher involvement, as well as seminars and workshops on topics such as citizen advisory group activities, the role of the school committee, and school evaluation.

SCHOOL COMMUNITY COLLABORATION SEMINARS, conducted at interested schools, designed for parents, teachers, administrators, school committee members, students, and others, to evaluate their school or district and form strategies for improvement.

INDIVIDUAL CONSULTATION AND ASSISTANCE.

RESOURCES

The CRC maintains a library at the Regional Education Center in West Boylston, used by members as a lending library and by interested citizens on a walk-in basis. The wide range of educational subject categories include: exemplary citizen involvement programs in the area; general information about citizen involvement on a state and national level; information on area towns and school systems; policy information on school system organization and governance on local, state, and national levels; a comprehensive collection of books and articles on specific educational issues, such as needs assessment, curriculum procedures, special education, etc.; and information from educational organizations.

CRC members receive the Citizen Resource Centers NEWS, a bi-monthly newsletter describing citizen involvement programs and activities in the state.

COST

CRC offers several categories of group membership, including:

1. Full Institutional Membership ($65). Primarily for schools, this category provides:

   --presentation of the CRC School Community Collaboration Seminar, with follow-up assistance, or a parent involvement workshop at the school.

   --consultation with CRC staff members.

   --notification of CRC workshops, and other mailings.

   --20 copies of each issue of the CRC newsletter.

   --participation in CRC Parent-Leader workshops at half price.

   --two rotating borrowing cards for the CRC library.

2. Associate Membership ($35). Includes the last five benefits of Full Institutional Membership.

3. Supporting Membership ($25). Includes consultation with staff members; notifications and mailings; 20 copies of the newsletter; a single borrowing card.

Individuals may join CRC in any of the following categories: Basic ($2); Individual ($5); Family ($10); Sponsor ($25); Patron ($50); Benefactor ($100).

Contact Nancy Brown, Executive Director of CRC for further information.

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COMPUTER-BASED INFORMATION SERVICE
CBIS

Mitre Corporation
Box 208
Bedford, Massachusetts 01730
617-271-2744

Contact Person: *John Evans, Director*

The Computer-Based Information Service (CBIS) provides computerized information to assist educational managers and negotiators in three areas: contract bargaining, budgeting, and 766 Aid analysis. CBIS was developed for the Massachusetts Association of School Committees (MASC) and the Massachusetts Association of School Superintendents (MASS) by the MITRE Corporation and is operated by the Institute for Educational Services.

The CBIS data bank contains information on more than 90% of Massachusetts school districts. Data are drawn from state and federal reports, reports of professional organizations, and special CBIS surveys, as needed.

Two service plans are available to subscribing school committees and superintendents. Subscription fees are based upon the number of pupils per superintendency and range from $200-$500 for a Sustaining Subscription and from $600-$1600 for a Full Service Subscription, for superintendencies holding memberships in MASC/MASS.

CBIS FULL SERVICE SUBSCRIPTION

STANDARD REPORTS. CBIS data are organized into five standard report formats: Ability to pay; District characteristics; Teachers' salaries; Administrative salaries; a report that combines all four formats. Subscribers may order up to eight reports. Requests can be processed within 24 hours.

YEAR-END REPORT. This is a yearly printout of alphabetically arranged data on 379 school districts, and includes data from teacher salary schedules and on district factors such as population, equalized valuation, tax rates, and mean income.

ORIENTATION SESSIONS. These sessions at the SCOPE computer terminal instruct users in operation of the data retrieval system and provide training in report design.

PERIODICAL NEWSLETTERS. Subscribers receive regular newsletters on significant issues in collective bargaining, budgeting, and 766 Aid Analysis.

WORKSHOPS. CBIS conducts two workshops per year for subscribers, focusing on current issues facing education managers.

PROBLEM-SOLVING SESSION. Resubscribers receive one 1-hour consultation session to assist with problems such as preparing for fact-finding, improving Chapter 766 reporting and examining budgets.

SUBSCRIBER'S GUIDE TO CBIS SERVICES. One copy of this user's manual is provided with each subscription.

OPTIONAL SERVICES

PROPOSAL COSTING. This service forecasts employee population distributions, computes alternative salary schedules, projects system-wide budget and taxpayer impacts, and predicts the salary-range consequences of various proposals.

CONTRACT CLAUSE ANALYSIS. This service provides an analysis of contract provisions, using both the manual and computerized data base, for an in-depth perspective on any given issue.

REDUCTION IN FORCE MANUAL. This self-help manual covers topics such as sample reduction in force clauses from other states, sample Massachusetts clauses, a procedure for formulating or revising clauses.

CBIS SUSTAINING SUBSCRIPTION

Sustaining Subscriptions include one Year-End Report, attendance at two CBIS workshops, and a newsletter subscription.

COMMUNITY EDUCATION DEVELOPMENT CENTER

Institute for Community Service
Worcester State College
18 Chicopee Street
Worcester, Massachusetts 01602
617-752-7700

Contact Person: *Dr. Joseph Zegarra, Assistant Director*

The Community Education Development Center provides free consultation in any phase of community school initiation, maintenance, or expansion. As part of the Institute for Community Service at Worcester State College, the Center provides training and research services, and disseminates information in the field of community education to the entire Commonwealth.

SERVICES

The Center now offers or is planning to offer the following services:

--The provision of graduate and undergraduate student interns to assist daily operation of local educational agencies.

--Organization of both credit and non-credit educational programs to meet requests from community groups, either on-campus or off-campus under the New Horizons concept.

--Consultation with local educational agencies and private and public human service agencies to increase the effectiveness of community education.

--Assistance to community colleges interested in becoming Community Education Development Centers.

--Training of trainers in fields such as life-coping skills, adult education, and community councils.

--Provision of off-campus courses to agencies or community groups, on request, such as educational administration courses taught at local schools.

--Assistance to educational agencies, human service agencies, and state department agencies in the preparation of proposals for public or private grants in community education.

--Formation of a Resource Center Search Service. Searches will be conducted in cooperation with the multi-media center at Montclair State College, New Jersey, and with the ADELL service at Northern Illinois University.

--Technical assistance to school districts or individuals working or interested in the various components of community education such as adult education, community councils, community schools, and educational administration leadership.

PROGRAMS

The Center is presently planning the following programs:

--A series of seminars for field people from the areas or components of community education. Representatives from the Center will prepare topics according to individual interest and the needs of participants.

--A series of regional workshops on life skills.

--A teacher exchange program for teachers in Adult Learning Centers.

RESOURCES

--Films, tapes, displays, and publications related to community education, are available (free or at cost) to interested organizations, agencies, school districts, and individuals on request.

--Buildings at the Institute are available to outside groups for meetings that relate to community education.

--The Center prepares regular newsletters on current issues and activities in the field of community education such as the *Worcester State College Community Education Newsletter* and the *Massachusetts Adult Education Newsletter*. These are sent to over 2000 individuals in Massachusetts and are available on request.

--The Center will provide examples of needs assessment and program evaluation instruments to local educational agencies, community groups, and other human service agencies on request.

For additional information about the Community Education Development Center or the Institute for Community Service, contact Dr. Joseph Zegarra, Assistant Director of the Center.

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EDUCATION DEVELOPMENT CENTER, INC.
EDC

55 Chapel Street
Newton, Massachusetts 02160
617-969-7100

Contact Person: *Marcia Culhane*
EDC Distribution Center

Education Development Center, Inc. (EDC) is a publicly supported non-profit corporation engaged in educational research and development. At present, EDC is conducting about 30 projects, each with its own funding, director, and staff. These are currently organized in clusters, as described below.

PROGRAMS

SCHOOL AND SOCIETY PROGRAMS (SSP) includes projects designed to help learners understand and function in their social contexts. Some focus on human development, including problems of parenting and health; others explore the intersection between technology and society. SSP Field Services provides technical assistance in the use of these materials.

QUANTITATIVE SKILLS PROGRAMS has projects that promote realistic and commonsense approaches to the teaching of mathematics at the elementary and postsecondary levels, with a special emphasis on the needs of minority youngsters and on new approaches to testing.

CONTINUING EDUCATION PROGRAMS concentrates on improving learning opportunities for adults, through inservice programs for educators, internships, special education and teacher center activities.

INTERNATIONAL PROGRAMS provides educational services to developing countries, including institution-building projects in Algeria and Nigeria, and health-care and other projects in Latin America.

SPECIAL PROJECTS OFFICE has a primary emphasis on programs involving women, such as a dissemination project for the Women's Educational Equity Act Program, and a film-based high school curriculum on the role of women. Also included are a research project in music education, a film on an independent secondary school, and the start of a project on computer education.

RESOURCES

EDC has developed an extensive collection of films, publications, and curriculum materials that are available both from commercial distributors and by mail order from the EDC Distribution Center. EDC will send, on request, the Distribution Center Catalog (describing nearly 140 films and materials) and the Science and Technology Catalog, as well as information bulletins on New Films in Education, Films on Special Education, Films on Health, and Films on Women. EDC also regularly publishes *EDC News*, a newsletter with articles about current projects, and issues in education, information on workshops and conferences, book reviews, and updated listings of EDC-produced films and publications.

Schools should contact Marcia Culhane at EDC for information about EDC programs and resources.

INSTITUTE FOR RESPONSIVE EDUCATION
IRE

704 Commonwealth Avenue
Boston, Massachusetts 02215
617-353-3309

Contact Person: *Betsy Wachtel*
President: *Don Davies*

The Institute for Responsive Education (IRE) is a private, non-profit organization created to study and assist the process of citizen participation in educational decision-making. IRE staff activities, funded by private and government grants, include research, evaluation, work with and for state organizations and agencies, training, and technical assistance to local educators and citizens.

PROGRAMS

A recent IRE grant awarded from the New World Foundation will research two areas of concern to citizen groups and educators. Research on collective bargaining in public schools will examine alternatives to the trade union bargaining model. A look at school/community councils will consider ways to increase the number and effectiveness of such councils.

In August, 1976, IRE was awarded a three-year contract from the School Capacity for Problem Solving Group of the National Institute of Education to study citizen participation in educational decision-making. The purpose of the study is to learn more about ways in which parents and other community members, particularly urban minorities and the poor, can effectively involve themselves in decisions which affect the education of their children.

The first year of the study has resulted in seven publications, titles and copies of which are available from IRE. The second two years of the study will focus on in-depth research in three sites: Boston, Atlanta, and Los Angeles.

RESOURCES

NATIONAL CLEARINGHOUSE. A National Clearinghouse on School-Community Councils has been established at IRE. Funded by a grant from the Charles Stewart Mott Foundation, the Clearinghouse can make available materials describing the

formation and activities of school councils. Three information Packets have been assembled for use by parents, citizens, and school personnel: Packet #1 - Legislation, Regulations, and Reports ($3); Packet #2 - A series of short articles which combine practical advice with new ideas ($3); Packet #3 - Examples of council guidelines recently adopted for use in communities around the country ($4).

IRE maintains a list of school districts involved in the development of community councils which it will make available to interested communities wishing to share experiences with other councils.

The Clearinghouse provides references and referrals to anyone interested in the area of citizen participation in education. Visitors are encouraged to use the library at IRE.

QUARTERLY JOURNAL. IRE publishes a quarterly journal, "Citizen Action in Education," which provides articles and current information on citizen participation in the education process. Copies are available by subscription in return for a contribution of $5 per year. Present circulation is over 40,000 nationally.

REPORTS AND BOOKLETS. In addition to serving as a clearinghouse for information on citizen participation in education, IRE also publishes a number of reports on past research projects. A price list for all IRE publications is free upon request.

Requests for information about IRE programs and resources should be directed to Betsy Wachtel.

MASSACHUSETTS DEPARTMENT OF EDUCATION

Central Office:

31 St. James Avenue
Boston, Massachusetts 02116
617-727-5792 (general information and referral)

Regional Education Centers:

Central Massachusetts Regional Center
Beaman Street, Route 140
West Boylston, Massachusetts 01583
617-835-6267

Greater Boston Regional Center
54 Rindge Avenue Extension
Cambridge, Massachusetts 02140
617-547-7472

Northeast Regional Center
1551 Osgood Street
North Andover, Massachusetts 01845
617-687-3351

Pittsfield Regional Center
188 South Street
Pittsfield, Massachusetts 01201
413-499-0745

Southeast Regional Center
P.O. Box 29
Lakeville, Massachusetts 02346
617-947-3240

Springfield Regional Center
155 Maple Street
Springfield, Massachusetts 01105
413-734-2167

A REGIONALIZED DEPARTMENT OF EDUCATION

It was eleven years ago that the concept of regional education centers first began to receive attention from the State Board of Education. In the ensuing years the Commonwealth has seen the centers develop from a few small outposts to a group of strong service organizations, each closely linked to its region as well as to the central office in Boston.

Today the six regional centers provide services to school districts in a much more efficient and effective manner. Since the centers are small and accessible, they are able to assess local needs, tailor services and monitor local concerns in a way that a centralized Department cannot. By bringing the Department of Education closer to the public, the centers can more easily secure local perspectives on statewide issues.

Regional center staffs are equipped to provide a range of services to the public. Almost all areas of Department expertise are represented: curriculum services, student services, adult education, bilingual education, equal educational opportunity, occupational education, institutional schools, school building assistance, special education and school management services.

The regional centers then, are the first places educators, parents and students should go for information, resources, technical assistance or help in a wide range of areas. Those programs, services and resources are listed in the first section below.

Since this publication focuses on the programs, services and resources that are available, the Department's responsibility for program monitoring or the enforcement of state or federal education mandates are not included.

Information about Department resources in the form of publications and newsletters is given only a general reference under each unit entry. For a specific list and descriptions of all Department publications see *Resources for Schools #1: A Catalog of Publications from the Massachusetts Department of Education*, available from all regional education centers.

Regional Education Centers

Services, programs, and resources available from each regional center:

SERVICES

TECHNICAL ASSISTANCE. Provides information and assistance to parents, students, school committee members and school districts on such issues as school district collaboration, teacher certification, federal funding, occupational education including career education and career guidance, special education services relating to Chapter 766 programs, Chapter 622 and Title IX, school building assistance and school

district reorganization, school management services including school budget management and state reimbursements, statewide assessment, "Right to Read" activities, laws relating to education, mandates, regulations and policies of the Board of Education, student financial aid and educational research and aids local schools in the collection, preparation and synthesis of material requested by the Department of Education such as the end-of-year pupil financial report.

STUDENT SERVICE CENTERS. Provides resource information, technical assistance, guidance, research facilities, and referral services for student rights, student records regulations, Chapter 467 and other student-related issues.

CURRICULUM DEVELOPMENT. Disseminates materials and teaching approaches appropriate to a school's instructional needs.

FUNDING. Provides information and processes applications for federal and state grants in ESEA Title IV (C), and certain Special Education Occupational Education funding categories.

PROGRAMS

INSERVICE TRAINING. Provides inservice training for professionals and paraprofessionals working in schools within the region through workshops, conferences, etc. in response to needs identified in needs assessments.

RESOURCES

CURRENT PUBLICATIONS. The regional centers have a supply of most publications produced by the Department. See *Resources for Schools #1: A Catalog of Publications From the Massachusetts Department of Education* for a complete listing.

VIDEO TAPES. Each center has copies of two series of inservice training video cassettes on special education. Those are the *Lexington Teacher Training Project* tapes and *Teaching Children With Special Needs.* While each center's policy for obtaining them may differ, most will loan them out to teachers on a short-term basis.

There are additional programs and services which are unique to each center. These are outlined below:

CENTRAL MASSACHUSETTS REGIONAL EDUCATION CENTER

Programs

METRICS TRANSITION PROGRAM. Conducts workshops for teachers, students, and sometimes the general public to familiarize them with the metric system. Offered in conjunction with Worcester Polytechnical Institute and the Worcester Science Center.

VISION RESOURCE LIBRARY. Provides braille and large type books, cassettes, tactile aids, and classroom materials for blind and visually handicapped students registered at the Library.

Contact: David Backlin -- 835-6267

GREATER BOSTON REGIONAL EDUCATION CENTER

Services

RESOURCE ROOM. Circulates non-print materials, provides for in-room use of print materials, in-house preview of audio-visual materials on center's equipment, reference service and document dissemination.

Contact: Barbara Ramadell -- 547-7472

NORTHEAST REGIONAL EDUCATION CENTER

Services

PERSONNEL/PROGRAM RESOURCE FILE. Provides information on exemplary programs currently operating in some schools and personnel with the expertise to help other schools develop similar programs. This service will be available in June of 1978.

Contact: Peter Coffin -- 687-3351

PITTSFIELD REGIONAL EDUCATION CENTER

Services

COMPUTER-AIDED INSTRUCTION. Provides area high schools with access to a computer located at Berkshire Community College and works with high school staff to coordinate its use.

RESOURCE FILE. Provides a file on human, program and material resources that are available in and to the Pittsfield Regional Center and maintains a library of instructional materials including textbooks, workshops, periodicals, publishers catalogues and professional references. This service will be available in June of 1978.

Contact: Donald Geer -- (413) 499-0745

SOUTHEAST REGIONAL EDUCATION CENTER

Services

MEDIA CENTER. Provides educational tapes and films to local schools for use in the classroom.

Programs

PROJECT ERR (Educational Redirection and Recycling). Provides educational training to teachers and administrators in 47 member school districts in the region through workshops, seminars and courses at Bridgewater State College.

Contact: Paul Francis -- 947-3420

SPRINGFIELD REGIONAL EDUCATION CENTER

Services

URBAN SERVICES. Provides assistance to school districts such as Springfield in areas that particularly affect them as urban school districts.

Provides video cassette duplication service to schools for some video cassettes in the MET (Massachusetts Educational Television) library. See *Resources for Schools #2: Video Tapes for Teaching* for a complete description of this service.

Contact: Jennie Benton -- (413) 734-2167

There are certain services, programs, and resources that originate from the various units within the central office and those are listed in the following sections:

Central Office Units

EDUCATIONAL INFORMATION SERVICES BUREAU

Services

Provides educational information and referral services to the staff of the Department of Education, educational practitioners, news media and the general public.

Resources

CURRENT PUBLICATIONS/NEWSLETTER: Education: The Commonwealth of Massachusetts, Annual Report, School Directory. Because this bureau produces all Department publications, it can locate or provide copies of most of them, in addition to those listed above.

Contact: Robert Bogart -- 727-5732

MASSACHUSETTS DISSEMINATION PROJECT

Services

Disseminates materials through state-wide conferences, meetings and regional workshops.

Works with regional and state-wide groups to determine needed information materials and develops resources and services.

Assists central and regional center units in coordinating and strengthening the dissemination or sharing of educational information and materials to parents, educators and students in the Commonwealth.

Resources

Develops, publishes and disseminates the *Resources for Schools* series and the annual calendar of educational conferences and publications. Upcoming issues in the *Resources for Schools* series include:

#4: *Community Involvement in Your School*
#5: *Student Rights and Regulations*
#6: *A Resource Guide for Teachers on Chapter 622 Materials*

Contact: Liz Maillett -- 727-5211

Curriculum and Instruction Division

ADULT EDUCATION SERVICES BUREAU

Services

Assists educators in development, administration and presentation of consumer education programs for the K-12 and adult population.

Assists English and Spanish-speaking persons seeking a state high school certificate.

Programs

Sponsors adult classes in basic educational skills.

Administers and sponsors non-collegiate adult class programs.

Provides non-collegiate correspondence courses to citizens of the Commonwealth.

Resources

Publishes information on correspondence courses and adult and continuing education for students and guidance counselors.

Contact: William Goudey -- 727-5784

CURRICULUM SERVICES BUREAU

Services

Assists local school districts with methods of integrating the arts in the curriculum.

Assists local school teachers and administrators with the implementation of environmental programs.

Assists local school districts with the implementation of programs dealing with metrication as a system of measurement.

Resources

CURRENT PUBLICATIONS/CURRICULUM GUIDES: Publishes curriculum guides in a number of subject areas for elementary and secondary teachers as well as *A Guide to Cultural Institutions in Massachusetts*, *Kaleidoscope*, and *Keynotes*.

Contact: Robert Watson -- 727-5750

MEDIA SERVICES BUREAU (Massachusetts Education Television)

Services

Provides consultation and training services in instructional television, video and related educational media.

Provides video cassette duplication services to teachers for some video cassettes in library. See *Resources for Schools #2: Video Tapes for Teaching* for a complete description of this service.

Resources

Publishes various information on the effective use of media in the classroom, the new copyright law and teacher's guides for almost all MET (Massachusetts Education Television) programs.

Contact: Suzanne Noonan -- 876-9800

STUDENT SERVICES BUREAU

Services

Provides technical assistance to local schools and helps develop model programs in health education, drug education, physical education, driver education and safety.

STUDENT LEADERSHIP TRAINING. Provides resource information, technical assistance and guidance on leadership training programs and programs for the gifted and talented.

STUDENT RECORDS REGULATIONS. Provides assistance and interpretation of student records regulations.

STUDENT SERVICE CENTER. Provides resource information, technical assistance, guidance, research facilities, and referral services for student rights, student records regulations, Chapter 467 and other student-related issues.

Programs

STUDENT GOVERNMENT DAY. Maintains, develops, and expands programs and existing resources for greater student participation in the decision-making process; establishes more experiences for students in the larger community through Student Government Day, Project Close-up, and the Senate Youth Program.

PROJECT SCEE (Student Commitment to Educational Equity). Provides training, information and program development on Title IX, Chapter 622, sex role stereotyping and sex bias.

STUDENT ADVISORY COUNCIL. Develops and maintains a representative network of regional and state-wide advisory councils to the state Board of Education; develops student decision-making in the schools and the community.

Resources

Publishes information on many issues that affect Massachusetts students such as *Student Record Regulations* and recommendations for student advisory councils, etc.

Contact: Joan Schuman -- 727-5754

TRANSITIONAL BILINGUAL EDUCATION BUREAU

Services

Provides technical assistance for locally developed project proposals.

Disseminates information through publications, workshops, and conferences.

Resources

Publishes information on issues related to bilingual education including guidelines for administrators and information for parents and students written in English, Spanish, and Portuguese.

Contact: Ernest Mazzone -- 727-8300

Occupational Education Division

CETA OFFICE

Programs

Provides job training and employment opportunities for the economically disadvantaged, unemployed, and underemployed in respective areas.

Contact: Dorothy Quirk -- 727-5731

POST-SECONDARY OCCUPATIONAL TECHNICAL EDUCATION BUREAU

Programs

APPRENTICE TRAINING. Sponsors related training courses for apprentices through cooperation between a trade or industry and a vocational school.

Resources

CURRENT PUBLICATIONS: Occupational Education Opportunity and Resources.

Contact: Anthony Cipriano -- 727-5738

PROGRAM SERVICES BUREAU

Programs

Sponsors instructional programs for persons preparing to enter support health occupations.

Provides vocational, technical, and/or career development education on the secondary level to develop skills for job entry.

Resources

CURRENT PUBLICATIONS: Selected Programs in Occupational Education, 1973-74, State Funded Occupational Education Programs in Massachusetts.

Contact: Philip Haight -- 727-8140

SPECIAL NEEDS BUREAU

Programs

CAREER GUIDANCE. Assists students in examining career opportunities and selecting appropriate occupations.

Resources

Publishes a monthly newsletter as well as information on career guidance and career alternatives.

Contact: Charles Brovelli -- 727-8140

School Facilities and Related Services Division

NUTRITION EDUCATION AND SCHOOL FOOD SERVICES BUREAU

Services

Promotes nutrition education by providing workshops, curriculum materials and technical assistance for educators in the Commonwealth.

Resources

CURRENT PUBLICATIONS: Focus on Nutrition, Introducing Kindergarten Children to the School Food Service Program, Is There an Eater's Advisory Team (E.A.T.) In Your School?, Nutrition Education: A Cooperative Effort, Nutrition Mini-Lesson: What's Missing From Your Lunch?

Contact: Thomas O'Hearn -- 727-5764

SCHOOL BUILDING ASSISTANCE BUREAU

Services

Provides technical assistance to cities, towns, counties, and regional school districts for the construction of safe and adequate school buildings and for the acquisition of facilities for use as school houses.

Resources

CURRENT PUBLICATIONS: Facilities Planning Guide: Early Childhood Education, Regulations for Chapter 645 as Amended, Special Education Facilities Guidebook.

Contact: Elton Smith -- 727-5780

SCHOOL DISTRICT REORGANIZATION AND COLLABORATION BUREAU

Services

Provides assistance to local communities for the establishment of adequately sized, unified K-12 school districts; for the promotion of inter-district collaborative programs and services; and for the establishment and expansion of vocational-technical regional school districts.

Resources

CURRENT PUBLICATIONS: The Board Policy on Educational Collaboratives, Listing of Regional School Districts in the Commonwealth.

Contact: Chris Lynch -- 727-8148

SCHOOL MANAGEMENT SERVICES BUREAU

Services

Provides information services to local schools in school business management.

Assesses and provides assistance to local schools in the transportation services they provide to students.

Resources

CURRENT PUBLICATIONS: Approaches to the Conservation of Energy in the Public Schools, Guidelines to School Transportation Services in Massachusetts.

Contact: Paul Jackson -- 727-2316

Special Education Division

INSTITUTIONAL SCHOOLS BUREAU

Programs

Provides educational programs for institutionalized children.

Resources

CURRENT PUBLICATION: Summer Programs for Children in State Schools, State Hospitals and State Hospital Schools.

Contact: John Cunningham -- 727-5530

PROGRAM AUDIT AND ASSISTANCE BUREAU

Services

COMPLAINT/COMPLIANCE MANAGEMENT. Receives and follows-up on complaints generated from various constituencies.

Resources

CURRENT PUBLICATIONS: Chapter 766 Administrative Forms, A Special Education Evaluation: Chapter 766 Program Audit Brochure.

Contact: Judy Reigelhaupt -- 727-5440

SPECIAL EDUCATION APPEALS BUREAU

Services

Administers due process dispute resolution in special education. Has mediators in the six regional offices trained to deal with educational problems.

Resources

CURRENT PUBLICATION: Guidelines -- Bureau of Appeals.

Contact: Madeline Mooney -- 727-8534

STATE-WIDE SPECIAL EDUCATION PROJECTS

Services

Assist the Division of Special Education in its mandated role to provide leadership and technical assistance to the public school systems of the Commonwealth in efforts to comply with both the state and federal special education statutes.

Address state-wide gaps in service to eligible handicapped students, who in the past have been unserved or underserved. NOTE: There are several federally-funded short-term projects which address specific special education needs identified in the Commonwealth. Many of the products and services provided by them are available to local schools through the regional education centers or through the Division of Special Education.

Contact: Hal Gibber -- 482-7940

EQUAL EDUCATIONAL OPPORTUNITIES BUREAU

Services

CHAPTER 622. Provides technical assistance to school systems and educators as they seek to provide equal opportunity to all students.

Identifies practices in school systems which limit the educational opportunities available to students whose primary language is other than English; cooperates with the Bureau of Transitional Bilingual Education in assisting teachers and administrators to meet the needs and extend the opportunities of these students.

Provides planning and educational support, in collaboration with the Legal Office, to desegregate the public schools in Massachusetts.

TITLE IV OF THE CIVIL RIGHTS ACT. Provides technical assistance to school systems for sex and race desegregation activities.

Programs

METCO. Administers a program under which approximately 40 school systems provide educational opportunities through the full-time enrollment of minority students who live in Boston or Springfield.

Resources

Publishes information for parents, school personnel, and students on Chapter 622, Title IX, school desegregation, multi-ethnic and sex-fair resource materials, some of which is available in Spanish and Portuguese.

Contact: Ramon Rodriguez -- 727-5880

LEGAL OFFICE

Services

Advises state and local education officials on legal questions; interprets and reviews regulations of the Board of Education.

Resources

CURRENT PUBLICATIONS: Publishes advisory opinions on a number of legal issues that affect local schools.

Contact: Sandra Lynch -- 727-5716

LOCAL AID OFFICE

Services

Coordinates all activities relating to the processing of state aid reimbursements, local aid estimates and budget projections for state aid requests.

Contact: Tom Collins -- 727-8477

RESEARCH AND ASSESSMENT BUREAU

Services

Disseminates results of data relative to statewide reporting such as the Massachusetts Educational Assessment Program.

Develops and administers the state's testing activities.

Develops research designs and participates in research studies for policy decisions and statewide educational planning.

Resources

Publishes the results of the Massachusetts Educational Assessment Program and technical data on such issues as declining test scores and facts about education in Massachusetts.

Contact: Matthew Towle -- 727-8497

TEACHER PREPARATION, CERTIFICATION AND PLACEMENT BUREAU

Services

Provides placement services and career counseling to those seeking employment as professional educators in Massachusetts.

Provides information on certification requirements for teachers in Massachusetts.

Resources

CURRENT PUBLICATIONS: Certification Requirements, List of Teaching Vacancies, Recommendations of the Ad Hoc Committee on Inservice Education to the Commissioner of Education.

Contact: Willie Grant -- 727-5753

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MASSACHUSETTS ORGANIZATION OF EDUCATIONAL COLLABORATIVES — MOEC

Hampshire Educational Collaborative
127 Russell Street
Hadley, Massachusetts 01035
413-586-4590

Contact Person: *Peter Demers, President MOEC*

The Massachusetts Organization of Educational Collaboratives (MOEC) is an informal organization of educational collaboratives throughout Massachusetts, designed to provide a communication and information network for all members on program, legal, and legislative issues.

SERVICES

One of the major objectives of MOEC is to assist established and emerging Massachusetts collaboratives by providing information about collaborative programs and practices in Massachusetts. In a project conducted by The Education Cooperative (TEC) in 1976, MOEC published the *Collaborative Directors Handbook* to meet the needs and concerns of the practicing collaborative administrator.

The directory provides data (current in 1976) about educational collaboratives in Massachusetts as well as discussion of selected topics of particular interest to collaborative directors. Included are profiles of approximately forty collaboratives, with brief descriptions of purpose, governance, fiscal policy, personnel, and educational programs for each. Special sections on collaborative administrative procedures and selected cost-effective practices are also included. The Handbook is available (at cost) from MOEC.

The MOEC Executive Committee, composed of collaborative directors, holds regular monthly meetings to discuss current issues and define the goals of MOEC. In addition, three general membership meetings are held each year to encourage an informal exchange of ideas about common problems among collaboratives throughout the state. General meetings also include guest speakers such as directors of out-of-state collaboratives and experts in related fields. MOEC publishes a newsletter, "Collaborative News," on an informal basis to summarize the issues raised at Executive Committee and general meetings.

Although MOEC is organized primarily for existing collaboratives, it welcomes general inquiries about the function and organization of collaboratives. Such inquiries should be directed to Peter Demers, President of MOEC and Executive Director of the Hampshire Educational Collaborative.

MERRIMACK EDUCATION CENTER

101 Mill Road
Chelmsford, Massachusetts 01824
617-256-3985

Contact Person: *Richard J. Lavin, Executive Director*

The Merrimack Education Center is a multi-purpose, multi-program collaborative of 22 cities and towns in Northeastern Massachusetts. In addition to the programs and services it provides to its member districts, two MEC components are available on a fee for service basis to all Massachusetts schools: the IES/MEC Research and Information Service and the Special Education Information and Training Service.

SERVICES

IES/MEC RESEARCH AND INFORMATION SERVICE. In 1976, IES (Institute for Educational Services, Bedford) merged with the MEC Information Service to form the IES/MEC Research and Information Service. IES/MEC offers assistance to Massachusetts teachers and administrators who need information on any educational topic.

Computer searches of multiple data bases including ERIC, Psychological Abstracts, Dissertation Abstracts, the vocational education files -- AIM and ARM, and the Council for Exceptional Children are supplemented by manual searches of MEC's document holdings. Among the materials in the document files are curriculum guides from the Massachusetts Association for Supervision and Curriculum Development, Title III project proposals, a test collection file, the Kettering Foundation curriculum files, and curriculum program files from New York and California.

Responses to information search requests are provided in a variety of formats including microfiche, journal articles, hard copy and copies from the curriculum and program files. Literature searches are available on an individual basis at $30 per search for computer printout, and at $50 per search for a computer printout and selected journal articles and microfiche.

IES/MEC also maintains a number of Information Packages as a result of multiple requests for popular search topics. These packages which include abstracts, journal articles, and microfiche are available for $15. RSVP packets are another form of pre-researched response to common information requests. More than 30 different RSVP packets are available at costs of $6 for one packet, $5.50 each for 2-5 packets, and $5 each for 6 packets or more. A list of RSVP packet topics is available upon request.

School systems may subscribe to the IES/MEC Research and Information Service to receive ongoing information assistance.

MEC SPECIAL EDUCATION TRAINING AND INFORMATION SERVICE. MEC can offer program options to school systems interested in developing a special education inservice program. A resource bank of inservice trainers has been developed to provide skill development assistance in areas such as assessment, observation, identification of learning styles, and behavior management.

MEC can also offer assistance in planning educational environments for special needs students. Materials from the *Texas Teacher Training Program* and the *Lexington Teacher Training Program* are available by arrangement, upon request, by calling 256-4553. Additional print and non-print materials for individualized education, IEP development, and pre-school parent use are also available.

MEC-sponsored special education teacher training programs and a field-based master's degree in special education utilize a clinical training center located at the MEC facility.

Additional information about IES/MEC Research and Information Service or MEC Special Education Training and Information Service may be requested from Director, Richard Lavin.

NATIONAL ASSESSMENT AND DISSEMINATION CENTER FOR BILINGUAL-BICULTURAL EDUCATION

Assessment: Lesley College
9 Mellen Street
Cambridge, Massachusetts 02138
617-492-0505

Dissemination: Fall River Public Schools
385 High Street
Fall River, Massachusetts 02720
617-678-1425

Contact Person: *Nala Williston, Assistant to the Director*

Director: *John R. Correiro*

The National Assessment and Dissemination Center (NADC) for Bilingual-Bicultural Education, with offices at Lesley College and in Fall River, is one of 52 centers which, together with Title VII projects across the country, form a National Bilingual Network. The major purpose of the Fall River/Lesley NADC is to provide assistance with dissemination and materials/program assessment to Title VII bilingual projects located in HEW Regions 1, 2, 3, and 4, Washington, D.C., Puerto Rico, and the Virgin Islands. Described below are the services and resources which NADC can offer Massachusetts schools in conjunction with it's work in the National Bilingual Network.

SERVICES

BILINGUAL-BICULTURAL LIBRARY SERVICES. The NADC Library at Lesley College has accumulated a major resource file of bilingual-bicultural curriculum and program materials as part of its NADC work. These materials include Title VII project-developed resources, public domain materials, and commercial instructional materials in Portuguese, Spanish, French, Greek, Italian, Native American dialects, Vietnamese, Pacific American dialects, Japanese, and Chinese. Project-developed and public domain materials may be copied on the library copying equipment for a per page charge. Commercial materials may not be copied or borrowed, but may be used in the Library.

The NADC Library (at Lesley) is open every day from 8 a.m. to 5 p.m. Research Librarian, Ann Smith, should be contacted for additional information about NADC bilingual-bicultural materials in the Library's holdings.

TEST/ASSESSMENT INFORMATION AND ASSISTANCE. The NADC Assessment Center at Lesley College maintains a file of tests for use in bilingual-bicultural settings. The tests include both criterion and norm-referenced materials. As in the case of the curriculum materials, the tests have been collected from three sources: Title VII project-developed tests, public domain materials, and tests produced by commercial publishers. Information about the test collection should be requested from George DeGeorge, Test Specialist/Assessor at NADC. Mr. DeGeorge is also available by arrangement with NADC (Lesley College) as a testing consultant and for workshops or training.

BILINGUAL-BICULTURAL MATERIALS DISSEMINATION CENTER. Curriculum materials in many languages covering a variety of content areas may be purchased from the NADC Dissemination Center in Fall River. Materials catalogs, price lists, and order forms are available upon request from the Center.

THE BILINGUAL JOURNAL. This quarterly journal provides timely information for teachers, parents, and others concerned with bilingual-bicultural education. Articles include research reports, "how to" approaches to techniques and strategies, and reviews of bilingual programs and materials. Subscriptions are free to Title VII, ESEA projects. Others may subscribe for an annual fee of $5. Subscription orders should be addressed to the Editor, The Bilingual Journal, at the Lesley College NADC office.

REVIEW OF LEA MATERIALS. The National Bilingual Network has established procedures for reviewing LEA-developed instructional materials for possible publication and dissemination through the National Dissemination Centers. Schools desiring to have locally developed materials reviewed and/or field-tested via the National Bilingual Network should contact the nearest Materials Development Center to learn about the review procedures. If a school's materials are accepted by the Materials Development Center, that center will notify an appropriate Resource/Training Center and arrangements for pilot testing can begin. The Materials Development Centers and Resource/Training Centers which serve Massachusetts are listed below:

MATERIALS DEVELOPMENT CENTERS

National Materials Development Center
for French and Portuguese
168 South River Road
Bedford, New Hampshire 03102
603-668-7198

Norman Dube, Director

Northeast Center for Curriculum Development
(Spanish, Italian, Greek, Russian and Yiddish)
778 Forest Avenue
Bronx, New York 10456
212-993-2182

Aurea Rodriguez, Director

Asian-Bilingual Curriculum Development Center
Seton Hall University
4400 South Orange Avenue
South Orange, New Jersey 07079
201-762-9000

John Young, Director

RESOURCE/TRAINING CENTERS

New England Bilingual Training Resource Center
(Chinese, French, Greek and Spanish)
Boston University
765 Commonwealth Avenue
Boston, Massachusetts 02215
617-353-4365

Antonio Simoes, Director

New England Multilingual-Multicultural Training
Resource Center (Italian, Portuguese, Spanish)
86 Fourth Street
Providence, Rhode Island 02906
401-331-3627

Adeline Becker, Director

THE NETWORK

290 South Main Street
Andover, Massachusetts 01810
1-800-892-0556

Contact Person: *Mr. Norman Oppenheim*
Director of Massachusetts Programs
Executive Director: *Dr. David P. Crandall*

The NETWORK began in 1969 as The Network of Innovative Schools, a Title III project designed to increase schools' capabilities to solve problems by linking them with resources and with each other. Since that time, The NETWORK has become a 35-person organization providing a wide array of services to schools, school-based projects, and other educational agencies. Consulting, training, evaluation, information/resource assistance, dissemination of validated curriculum programs, and product development are NETWORK service areas.

Early in 1977, after eight years of formal and informal collaboration with the CEDIS Curriculum Service Center of Wellesley Hills, The NETWORK and CEDIS merged to jointly pursue the goal of building schools' capacities to use resources and solve problems.

SERVICES

DISSEMINATION OF NATIONALLY VALIDATED PROGRAMS. The NETWORK's *Massachusetts Diffusion Assistance Project*, or MDAP, has been funded since 1974 by the U.S. Office of Education to help Massachusetts schools find out about and adopt nearly 100 programs which have been "validated," or proven effective and worthy of replication. Through MDAP, The NETWORK can make different kinds of resources available to schools to help meet needs for training or program improvement assistance. These resources include: access to instructional and program materials developed by the validated projects, consultation from MDAP staff to assess school needs and identify appropriate program matches, and linkage to program developers for training and technical assistance. In some cases, financial assistance for installing a new program is also available. Since 1974, more than 150 Massachusetts schools have implemented new programs with help from MDAP. Schools wishing to learn more about MDAP should contact Dennis Collins at The NETWORK or Catherine Kelley at the Central Massachusetts Regional Center (617-835-6267).

INDIVIDUALLY TAILORED CONSULTATION AND TRAINING SERVICES. Many schools contract with The NETWORK for technical assistance in areas such as staff development, program planning, or school needs assessment. In each case, one or two NETWORK staff work with key staff at the school to plan the nature and substance of the workshop, training session or consultation, taking into account the school's particular needs and interests.

Topics for some recent NETWORK training sessions have included: Staff Evaluation, Decision-making for Administrators, Program Evaluation, Running Core Evaluations, Developing Individual Educational Plans (IEPs), Service Delivery Models for Special Education, and Techniques for Screening and Diagnosis. Schools desiring more information about NETWORK training and consulting services should contact Mr. Norman Oppenheim, Director of Massachusetts Programs at The NETWORK.

PROGRAMS

Through the *National Learning Disabilities Assistance Project* (NaLDAP), The NETWORK assists 52 model learning disabilities projects located throughout the United States and in Puerto Rico in their work with local schools who want to implement the learning disabilities programs developed by the centers. While NaLDAP staff services are available only to these centers, subscriptions to the project's monthly newsletter, *centerfoLD,* are available to any school or parent at no cost. *centerfoLD* provides information about current developments in the field of learning disabilities with special focus on federal legislation affecting the education of the handicapped. In addition, NaLDAP maintains a special education resource center which includes a 300-person human resource file, curriculum and program materials from each of the 52 model projects, and computer information search capability. Schools interested in *centerfoLD* subscriptions or NaLDAP should write Project Coordinator, Martha Williams at The NETWORK.

The *Consortium,* a multi-state NETWORK project places staff called linking agents in schools to help them select and implement new methods of reading instruction chosen from a pool of over 40 validated, federally-developed reading programs. Instructional and descriptive materials for each of these programs are housed in The NETWORK's resource center. Information about the reading programs and The *Consortium* is available upon request.

RESOURCES

The NETWORK has produced a variety of materials which are available to local schools. A list of NETWORK publications will be sent upon request. Included on the list are publications such as:

* *Kids Accepted Here*, a book of activities and strategies for teachers to use in helping students -- with and without special needs -- to deal with each other openly and caringly. The book, created in conjunction with a demonstration project for Chapter 766 in the Amesbury Public Schools, has been reviewed in *Learning* magazine.

* *inside The NETWORK*, a quarterly newsletter available upon request at no charge, provides information about NETWORK programs and services as well as articles with a "how to" focus for teachers and administrators.

* *centerfoLD*, a monthly newsletter featuring information and resources about learning disabilities and special education, is free upon request.

In addition, The NETWORK operates three service divisions to support its efforts with local schools. These include Information Services, Product Development, and Research and Evaluation. Staff of each division work both in support of NETWORK field staff and directly with client schools and systems.

NEW ENGLAND SCHOOL DEVELOPMENT COUNCIL — NESDEC

85 Speen Street
Framingham, Massachusetts 01701
617-879-7624

Contact Person: *Dr. John R. Sullivan*
Executive Secretary

NESDEC is a non-profit organization whose general purpose is the improvement of education throughout New England and particularly in those school districts which constitute its membership. NESDEC pursues its goals by making available to its member districts the services described below. Membership is available at cost to any school district in New England.

SERVICES

FIELD STUDIES. The NESDEC staff is available to conduct Field Studies using the Ad Hoc Project Team approach, in which consultants work in teams according to the specific needs of the school system. The staff discuss the study topic with relevant school district personnel and then prepare and submit a study proposal without cost obligation. If the proposal is accepted, the NESDEC team will publish its results and recommendations in a final report and assist the school district in implementation.

Field studies are available to member school systems at cost and have included a wide range of topics, such a program implementation, facility improvement, needs assessment, and administrative reorganization.

SHORT-TERM CONSULTATIONS. NESDEC staff members are available for short-term consultations (usually one-half day) on specific problems within a member school system. In consultation with school administrators and occasionally professional colleagues, the staff will analyze the problem and recommend solutions, or, if necessary, a more extensive investigation.

ENROLLMENT PROJECTIONS. The NESDEC staff computes enrollment projections for all member school districts and updates and analyzes these projections annually. Output data include ten-year projections by grade and summaries by grade combination. NESDEC provides projections at no cost to member schools; non-NESDEC school districts can purchase projections at a cost between $500 and $2000.

PROJECT EVALUATION. NESDEC evaluates and audits Title and other educational projects.

PROGRAMS

NESDEC conducts regular conferences on educational topics of current concern to member schools. Held at different locations in New England, conferences include presentations both by regional and national specialists and by personnel from member schools, in order to encourage collaboration, and are attended by school committee members, superintendents, administrators, and teachers. Conferences are provided at cost to members; non-members may attend, at higher cost, when space allows.

The Council provides regular intensive workshops on topics of special interest to certain groups within member school districts. Attendance is limited to ensure active involvement by all participants, and costs are minimal, if any.

RESOURCES

MAIL PACKETS. Mail packets are sent to superintendents of member schools over six times a year, and include the *NESDEC Exchange*, a monthly newsletter; dissemination materials from member districts; copies of NESDEC monographs; and *Catalyst for Change*, the publication of the National School Development Council.

MONOGRAPHS. NESDEC publishes monographs on a wide range of educational topics. These are available to members at nominal cost and to non-members at slightly higher cost.

EQUIPMENT INVENTORY SYSTEM. A modular equipment inventory system package is available to member schools and is designed so that it can be coupled with a data processing system.

COSTS

Any public school district or non-public school in New England may become a member of NESDEC for an annual rate of 20¢ per pupil with a $125 minimum and $800 maximum charge.

PROJECT SPOKE FILM LIBRARY

37 West Main Street
Norton, Massachusetts 02766
617-285-7766

Contact Person: *Mr. John Stefani, Director*

Project SPOKE is a multi-purpose, multi-program collaborative providing services to its member districts of Easton, Foxborough, Mansfield, and Norton. In addition, Project SPOKE maintains a film library from which any school in the Commonwealth may borrow under contract arrangement.

SERVICES

The Project SPOKE Film Library contains over 1100 titles of 16 mm films (color and black and white) covering all content subjects and a variety of special areas for grades K-12.

Any school may contract with Project SPOKE for Film Library services. In all cases, provision must be made for the films to be picked up and delivered. Project SPOKE cannot send films through the mail. Contracts are individually negotiated with each client school or district and usually provide for services under one of two plans:

Plan A: Costs include film delivery and pick-up by SPOKE staff as well as rental fee and damage insurance coverage.

Plan B: The school picks up and returns film. Charge for rental fee and damage insurance coverage only.

Schools or districts which make frequent use of the Film Library service may qualify for reduced rates under either Plan A or Plan B.

Catalogs describing the films available may be reviewed by arrangement with Project SPOKE.

Mr. John Stefani, Director of Project SPOKE, should be contacted for additional information about the Film Library service.